



## **U.S. EMBASSY BRIDGETOWN, BARBADOS ADMINISTRATIVE NOTICE**

**No.84 /10N**

**DATE:** September 30, 2010

**OPEN TO:** All Interested Candidates

**FROM:** Jeremey M. Neitzke, Management Officer

**POSITION:** Laboratory Quality Assurance Coordinator, CDC, FSN-11;FP-4

**OPENING DATE:** September 30, 2010

**CLOSING DATE:** October 14, 2010

**WORK HOURS:** Full time 40 hours/week

**SALARY** \*Ordinarily Resident : (BDS\$127,247.00) p.a. (Starting Salary)  
(Position Grade: FSN-11/1)

\*Not-Ordinarily Resident: (US\$61,759.00) p.a. (Starting Salary)  
(Position Grade:FP-04/1) is confirmed by Washington)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE  
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION.**

The U.S. Embassy in Bridgetown is seeking an individual for the position of a Laboratory Quality Assurance Coordinator, in the Centers for Disease Control and Prevention (CDC) Section. This is a full time, 40 hour per week position.

**Basic Functions of Position:**

The Laboratory Quality Assurance (QA) Coordinator serves under the direction of the CDC/GAP Caribbean Regional Office Laboratory Advisor to provide scientific and technical laboratory support to the Ministries of Health (MOH) of countries in the region and other partners for programs under the President's Emergency Plan for AIDS Relief (PEPFAR). In collaboration with the HIV Clinical Laboratory Testing Officer, the incumbent collaborates with partners to establish quality management standards for public health laboratories in the Caribbean Region and standardized operating procedures

for conducting laboratory tests used in diagnosing and monitoring treatment for HIV infection and related infections. The incumbent provides advice and technical assistance to the Ministries of Health and other United States Government (USG) partners in facilitating and teaching laboratory QA training sessions for laboratory staff to support HIV care and treatment programs in the region. Monitors and evaluates laboratory support for HIV/AIDS activities supported by CDC/GAP Caribbean Regional Office and recommends improvements as needed

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Human Resources Office, (Telephone number 227-4342).

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

Masters level degree or equivalent in Medical Laboratory Technology, Biochemistry, Immunology, Molecular Biology, Microbiology or a related field (Public Health, Medicine, Natural Sciences, Biology, or Chemistry) from a recognized university is required.

Prior Work Experience

At least three (3) years experience in a laboratory quality systems setting, such as health care, quality management/accreditation or research oriented institution with focus on quality management is required. Two years of managerial experience is required. Having been involved in the implementation of quality management system and preparing laboratory for accreditation will be an added advantage.

Language Proficiency:

Level IV fluency in English, both oral and written, is required.

Knowledge:

Advanced knowledge of laboratory internal and external quality assurance and quality management procedures and methodologies is required. The incumbent must have a comprehensive knowledge of the Caribbean regional operational environment, including a detailed knowledge of the structure and operations of the Ministries of Health, the public health laboratory environment at the national, regional, district and community levels and public health issues commonly encountered in the implementation of laboratory support activities. The incumbent must have a thorough understanding of the structure and functions of CDC/GAP Caribbean Regional Office, including knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR).

Skills and Abilities:

The position requires well-developed skills in applying quality assurance and quality management theory and techniques to complex laboratory procedures and methodologies in support of HIV prevention and care programs. The incumbent must also have good interpersonal and communication skills for establishing and maintaining effective working relationships with a wide variety of collaborating partners in laboratory technician and laboratory chief positions. The incumbent must have sound judgment and well-developed analytical skills to independently resolve problems, overcome barriers to program implementation, and make appropriate decisions and recommendations related to program implementation.

**SELECTION PROCESS:**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs (see definition below) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Human Resources Office  
U.S. Embassy  
Willey Business Park

St. Michael BB14006  
Telephone: (227-4000, ext 4342)  
Fax: (227-4048)

\*The mailbox address is: [BridgetownHumanResources@state.gov](mailto:BridgetownHumanResources@state.gov) to which one may electronically send one's application.

### **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,

- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: October 14, 2010**

The US Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.